

# **2016 Grant Application Instructions**

**DALLAS ARTS DISTRICT FOUNDATION**

Dallas Arts District  
750 North St. Paul Street, Box 45  
Dallas, Texas 75201  
[thedallasartsdistrict.org](http://thedallasartsdistrict.org)

### **Statement of Purpose**

The mission of the Dallas Arts District is to enhance the value of the city's creative and economic life by engaging artistic, educational and commercial neighbors through excellent design, practices and programs. We aspire to transform the Dallas Arts District into a dynamic destination for Dallasites and tourists, powered by the imagination of regional and international artists, with integrated and exemplary artistic, residential, cultural and commercial life.

To fulfill this mission and complement the programs of resident arts organizations, the Dallas Arts District Foundation sponsors a broad range of activities that bring public engagement to the District through diverse and accessible cultural programming.

### **Types of Assistance**

Financial assistance is granted to a non-profit organization or an individual sponsored by a non-profit organization to provide a specific artistic or cultural activity or program to occur within the Dallas Arts District and for the benefit of the public. The Foundation is particularly interested in supporting site-specific, innovative programs developed through a collaborative process among two or more cultural organizations.

Each organization or individual may submit no more than two applications, and no more than one application may be approved for funding.

### **The Foundation Does Not Fund:**

1. Capital improvements, construction, renovation, purchase of permanent equipment, or structural maintenance of facilities.
2. Activities restricted to an organization's membership.
3. Newsletters, website development or regularly printed publications about an organization's activities for distribution to its member constituents.
4. Costs of parties, receptions, and other social activities.
5. Fundraising benefits and activities.
6. Fellowships and/or costs of tuition at colleges, universities, or professional training schools.
7. College/University or school projects that are part of a required course or curriculum or that do not involve and serve the general public.
8. Operating expenses.
9. Programs that are not primarily arts or cultural activities.
10. Retroactive funding for projects, which are completed, or are in progress.
11. Direct funding to individuals.
12. Activities that do not benefit the general public.
13. Endowments.
14. Any organization that did not meet the terms of prior year funding contract.

## GENERAL INFORMATION

### 1. Limitations

The Grants Program is designed to provide support on a project basis only. Applicants should not expect to receive support through the program beyond a one-year period for any specific arts or cultural activity.

### 2. Amount of Grants

The maximum grant per project is \$3,000. Any amount up to this maximum may be awarded.

### 3. Grant Process

Please note that the Foundation will not consider retroactive funding for projects. Projects must take place after the receipt of notification.

#### Application Deadline

Monday, October 31, 2016 at 5 p.m. CST

#### Notification

Friday, December 2, 2016

#### Date Programs may occur

January 1- December 31, 2017

No applications will be accepted beyond the deadlines stated above.

A committee will review the applications and make funding recommendations to Dallas Arts District Foundation board for consideration and approval. The committee may request supplemental material to support the grant application.

The Dallas Arts District board retains the right to award any grant in any amount with or without an application.

## REVIEW CRITERIA

1. **Application Materials:**
  - a. All requested materials, including attachments, are included.
2. **Artistic quality/degree of professionalism:**
  - a. There is clear artistic/cultural merit of the project and its value to the community.
  - b. The project incorporates new works or innovations.
  - c. Participating artists will be fairly compensated for their labor.
  - d. The project is site-specific and complements its venue.
  - e. The project is produced in collaboration with other organizations, and all partners benefit.
3. **Public participation:**
  - a. The project is easily accessible to the public through free or low ticket price.
  - b. The project will improve understanding and appreciation of arts and culture by its audience.
  - c. The applicant understands who their target audience is.
  - d. The project targets new and diverse audiences, further enhancing accessibility to the arts and to the Dallas Arts District.
4. **Management capability:**
  - a. The applicant demonstrates the ability to successfully complete the project.
  - b. The project dates and location have been confirmed.
5. **Other funding sources:**
  - a. There evidence of strong financial commitment to the project by other sources.

## CREDIT LINE

In all published material and announcements of a project approved for grant funds, the applicant must acknowledge the Dallas Arts District. The Dallas Arts District reserves the right to publicize, reproduce or use material from any of the funded grant projects.

## REPORTING

All financial records relating to each project will be retained by the grantee for a period of three years for review by the Foundation. **A brief final report on the project must also be submitted to the Dallas Arts District Foundation within 60 days of the project's completion.** For documentation and evaluation purposes, the final report should include an itemized account of project expenditures and income, copies of published materials and a no more than one-page narrative summary of the project including audience figures.



**TO APPLY**

Please send each of the documents listed below as email attachments to [info@dallasartsdistrict.org](mailto:info@dallasartsdistrict.org).

Please put “Grant Application for [Organization Name]” in the subject line of the email.

1. Completed Grant Application
2. Copy of IRS Letter of Determination
3. List of Board of Directors
4. Most recent audited financial statement or reviewed financial statement

**FOR FURTHER INFORMATION, CONTACT:**

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